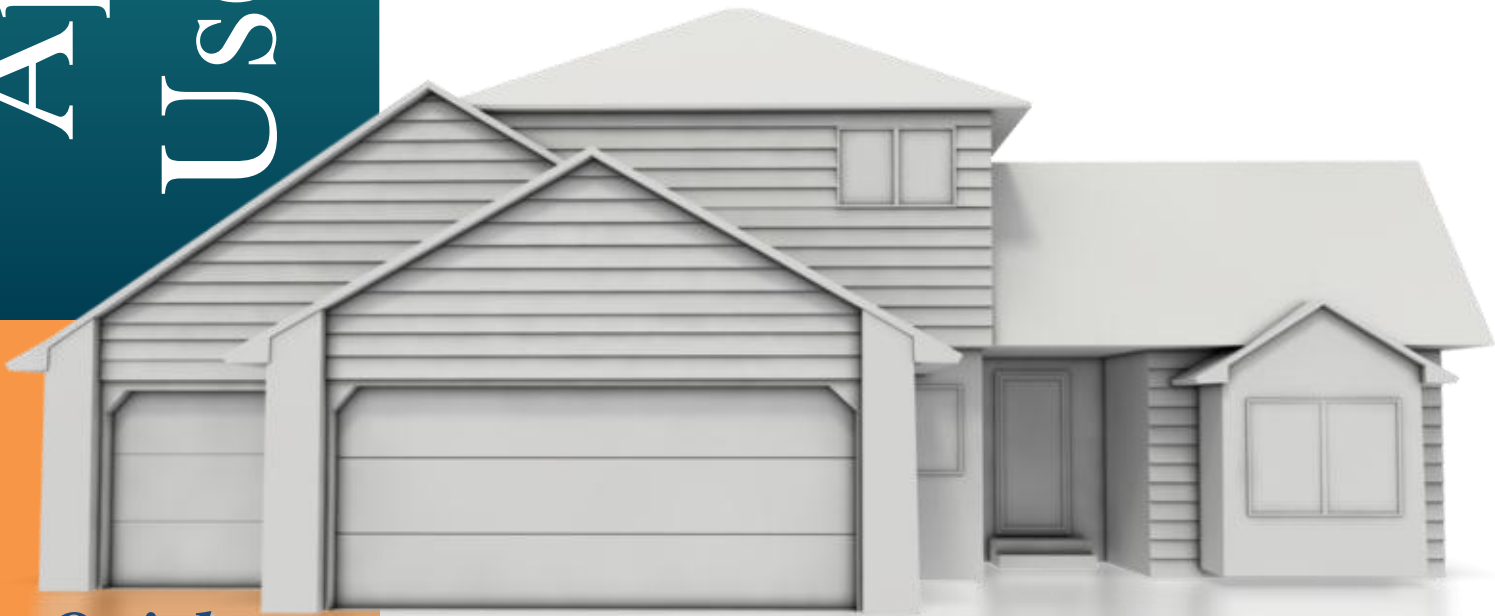


Applicant User Guide



ELECTRONIC REVIEW



Quick References

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Resubmit Plans.

www.beverlyhills.org/electronicreview

Beverly Hills Electronic Review is a web-based electronic plan and document workflow solution that lets citizens and government personnel initiate and complete the plan submission, review and approval process online, rather than using a manual, paper-based process. Building, Planning, Land Use, Environmental, Public Works and other agencies can use the Beverly Hills Electronic Review System for project-specific and cross-departmental communication, collaboration and coordination.

- Building Plan Review
- Electrical Plan Review
- Mechanical Plan Review
- Plumbing Plan Review
- Fire Systems Plan Review
- Public Works Traffic Plans
- Others

We are here to help!

Contact Us

For assistance and additional information on the Beverly Hills Electronic Review please contact us.

Email

buildingandsafetyinfo@beverlyhills.org

Phone

Ron Otamura, Office Building Inspector	(310) 285-1159
Ruth Perez, Customer Service Representative	(310) 285-1158
Jesse De Anda, E-Government Manager	(310) 285-1172

Website

For up to date information visit

www.beverlyhills.org/electronicreview

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How to Submit ePlans

Contact us for additional information. We are happy to guide you through the process!

Electronic Plan Review is a web-based solution that will allow building plans to be submitted electronically, improve the plan review cycle, reduce costs associated with obtaining residential and commercial construction permits, as well as support green initiatives.

Please complete the following prior to getting started:

1. Submit an application to the City of Beverly Hills Permit Center located at:
455 North Rexford Drive
Beverly Hills, CA 90210
Or via Email buildingandsafetyinfo@beverlyhills.org

A permit/project number will be assigned and will be used to track the project.

2. Review the standards for how to name your drawing and documents files, border spacing, acceptable file formats, etc. (See **Preparing ePlans** section in this guide.)

To obtain forms and for additional information visit www.beverlyhills.org/electronicreview



Access to submit plans electronically is provided by invitation only. Please contact the Community Development Department for an electronic invitation to upload plans.

Login to City of Beverly Hills Electronic Review System

Electronic Review Invitation

When your application is processed and input into the Beverly Hills Online Business Center (OBC) permitting system, a Beverly Hills Electronic Review invitation will be sent to your e-mail address. The e-mail will contain your login information and information about your project, including a link to the project. The site address for the City of Beverly Hills Electronic Review system is: <http://eplan.beverlyhills.org>



Invitation to Submit Plans for Electronic Review

Hello Tyson Florence:

Welcome to the City of Beverly Hills Development Review permit project electronic plan check system. This project invitation has been sent to you in response to your permit request. A permit project has been created to allow you to electronically upload your CAD drawings for permit plan check review. To access your new permit project, follow the instructions below:

1. Click the Project Access link below
2. Enter your User Login and Temporary Password
3. Click on the Project link on the "My Projects" page
4. Click on the "Drawings" folder
5. Click the "Upload Files" button and follow the instructions to upload your CAD drawings. View the City of Beverly Hills Electronic Plan Submission Guide [here](#)
6. Your drawings have now been submitted for plan check review

The City of Beverly Hills will accept the following file types.

Drawings: .PDF (preferred), .DWG, .DGN, .DWF, .DXF

Supporting Documents:

.DOC, .DOCX, .XLS, .XLSX, .PPT, .PPTX, .PPS, .PPSX, .PDF, .JPG, .TIF, .TIFF, .PNG, .IMG, .BMP, .TXT, .VSD, .RTF

User Login:	tflorence@avolvesoftware.com
Project Permit #:	PL1200015
Project Contact:	Beverly Hills Eplan
Project Contact's Email:	eplan@beverlyhills.org
Project Permit Access Link	

If you do not have access to the specified folder, please contact the Project Administrator.

For any technical issues or questions related to this permit, please contact the Community Development Department at (310) 285-1141 or developmentcoordinator@beverlyhills.org.

This is an automated email notification and this email account is not monitored. Please do not reply to this email. Contact the Plan Check Coordinator if you have questions regarding this project.

New Users

1. We recommend the use Internet Explorer v7.0 or higher to access the Beverly Hills Electronic Review system. Other internet browsers may provide a limited experience.
2. Prior to logging into the Beverly Hills Electronic Review system, the following actions must be completed:
 - If your computer has pop-up blockers installed, you will need to disable pop-up blocking for the Beverly Hills Electronic Review system web address (<http://eplan.beverlyhills.org>). The indicator that this has not been done will occur when you type in your login and password, then hit the Login button and the page immediately disappears. It is not uncommon to have more than one pop-up blocker installed (Internet Explorer, Google Task Bar, etc). Once the Beverly Hills Electronic Review site is allowed, you will be able to utilize the application.
 - The login page has a MSI (Microsoft Silent Install) component required to install all the necessary Beverly Hills Electronic Review ActiveX controls. This installation will only need to be done once; if you utilize a different computer it will require another installation for each unique computer. The link to the component install is shown below. (Please contact Support if you are running Windows 7 or Vista on your computer.)
 - The login page also provides a shortcut that you can drag and drop onto your desk top as well as a link to save the Beverly Hills Electronic Review website address to your favorites.
3. To sign in, enter your e-mail address and temporary password (first time use) and click the Login button, as shown below:

4. Enter your new password and reconfirm the new password, personal account information. Yellow highlighted fields are required but a full Profile record is ideal, then click the Save button in the middle of the screen. Remember passwords are case sensitive and must be 8 to 10 characters in length with at least one number and no special characters. This Profile Information can be accessed at any time by selecting the “Profile” button at the top of the Home page.

Change Password: New password:* Confirm new password:* Password Reset Question & Answer: Security question: Security answer:

Password must not contain special characters, must contain at least one digit and one alphabetic character, and must be between 8 and 10 characters

Profile Information

Contact Information User Metadata Project Membership Group Membership

Save

* Required field

First Name: * TF06 Last Name: * Florence

Email: * tf06@avolvesoftware.com ☒ HTML format ⓘ

Title: *

Company: *

Address 1: *

Address 2: *

City: *

State/Province: * AZ Postal Code: *

Country: * USA

Phone: * Fax: *

Mobile: * Pager: *

Stamps: * Browse... ⓘ

Language: * en

Existing Users

If you are a returning user, login to ePlans Review with your full e-mail address and password. If you have forgotten your password, click on the “Forgot Password” button so that it can be e-mailed to you. This will work only if you have logged in once and added a security question and answer. **Your security questions were established during the first initial set up.**



Preparing ePlans

Standards allow for easy identification of drawing by naming convention, vector file types in order to facilitate the most efficient review, color coding of comments for visual identification of departments and so on.

Required Files

1. Drawing Files – all required drawings as well as an index page following City standards for submission (along with other information required by the City's checklist). **Each page of the drawing shall be uploaded as a separate file.**
2. Supporting Document Files – all other files that are required as part of the application submission but are not drawing files (ie. Drainage Calculations, Easement letter, certifications, etc.) **Each document shall be uploaded as a separate file.**

Border Standards

All Drawing Files

- The top right corner of all drawings must be reserved for the City of Beverly Hills electronic approval stamps. Please leave the Top Right corner completely blank on all drawings (with exception of the border and Right Hand Title Blocks).

24x36 or 36x 48 Plans or larger All Plan Sheets – Stamp location box dimensions: 3” width x 5” height (3” from right edge of paper and 1” from top edge of paper)

18x 24 Plans All Plan Sheets – Stamp location box dimensions: 2” width x 3” height (2” from right edge of paper and 1” from top edge of paper)

11x17 Plans All Plan Sheets – Stamp location box dimensions: 2” width x 3” height (2” from right edge of paper and 1” from top edge of paper)



- Each drawing plan sheet shall be an independent file. A single page electronic file per drawing sheet is required.
- Soils Reports, Structural Calculations, Correction Response Letters and the like, can be submitted as multi-page PDF electronic documents.
- File names cannot exceed 50 characters including file extension.

File Naming Standards – Building Plans (Residential & Commercial)

Filenames for drawings submitted through Beverly Hills Electronic Review should include the first character(s) of the discipline name, followed by a 3-digit sheet number and drawing type. File names for both drawings and documents shall remain the same for all submittals. Please do not version files when uploading resubmitted files.

- **Discipline** – First character(s) in the file name represents the discipline area followed by the page number and type of drawing, i.e. A002 – Elevations. Ensure that all plans, including the associated details, are submitted under the correct discipline characters to use.
- **Sheet Number** – Must be a 3 digit number with leading zeros. Note: if decimals are needed, place decimal after the 3rd digit, ex. P001.99

Drawing Type	Discipline	Character	Sheet Number	Example File Names
Architectural	ARCHITECTURAL			
Cover Sheet	ARCHITECTURAL	A	A0.1	A000-1 COVER
Floor Plan	ARCHITECTURAL	A	A1	A001 – FLOOR PLAN
Foundation	ARCHITECTURAL	A	A2	A002 - FDN
Elevations (Exterior)	ARCHITECTURAL	A	A4 - A999	A004 - ELEV
Details	ARCHITECTURAL	A	A6 - A999	A006 - DETAILS
Interior Design	INTERIOR DESIGN	ID	ID1 - ID999	ID001 – INTDGN
Structural – All (Structural and related plans including details)	STRUCTURAL	S	S1 – S999	S001 – STEEL BLDG
Civil	CIVIL	C	C1 - C99	C009 - CIVIL
General Notes	GENERAL NOTES	GN	GN1 - GN99	GN1 NOTES
Plumbing	PLUMBING	P	P1 - P999	P001 - PLUMB
Electrical	ELECTRIC	E	E1 - E999	E001 - ELEC
Mechanical	MECHANICAL	M	M1 - M999	M001 - MECH
Landscape	LANDSCAPE	L	L1 - L999	L001 – IRRIG
Survey	SURVEY	SVY	SVY1 - SVY999	SVY008 - SURVEY
Shoring	SHORING	SHR	SHR1 - SHR999	SHR001 - SHORING
Fire Protection	FIRE			
Fire Alarm	FIRE	FA	FA1-FA999	FA005 - ALARM
Fire Sprinkler	FIRE	FS	FS1-FS999	FS003 - SPRINKLER
Energy (Title 24)	ENERGY	EN	EN1-EN99	EN001 - ENERGY

File Naming Standards – Development Plans

Filenames for drawings submitted through ePlans Review should include the first character(s) of the discipline name, followed by a 3-digit sheet number and drawing type. File names for both drawings and documents shall remain the same for all submittals. Please do not version files when uploading resubmitted files.

- **Discipline** – First character in the file name represents the discipline area followed by the page number and type of drawing, i.e. C002 – Site Layout. Ensure that all plans, including the associated details, are submitted under the correct discipline characters to use.

- **Sheet Number** – Must be a 3 digit number with leading zeros. Note: if decimals are needed, place decimal after the 3rd digit, ex. P001.99

Drawing Type	Discipline	Sheet Number	Recommended File Name
Civil	CIVIL	001-999	
Cover	CIVIL	C1	C001 – COVER SHEET
Site Layout	CIVIL	C2	C002 – SITE PLAN
Drainage/Grading Plan	CIVIL	C3	COO3 –GRADING
Utility Plan	CIVIL	C4	C004 – UTILITY
Details	CIVIL	C5	C005 - DETAILS
Erosion Control	CIVIL	C6	C006 – EC
Landscape	CIVIL	C7	C007 - LANDSCAPE
Survey	SURVEY	SVY 001-999	S001 - SURVEY
Landscape Plan	LANDSCAPE	001-999	L001– IRRIGATION

File Type Standards

Supporting files may be in the following formats: PDF, DOC, DOCX, XLS, XLSX, PPT, PPS, PPTX, TIF, TIFF, JPG, PNG, IMG, or BMP. Please submit searchable PDF files for calculations, reports and other supporting documentation (non-drawing files).

Only DWG, DWF, DGN, DXF or vector PDF files will be accepted for drawings. AutoCAD software is commonly used to create drawing files. If PDF is the preferred file type, it is recommended that drawings created in AutoCAD are converted to Vector PDF by using the Autodesk Vector Graphic Converter “DWG to PDF.pc3 plotter driver.”

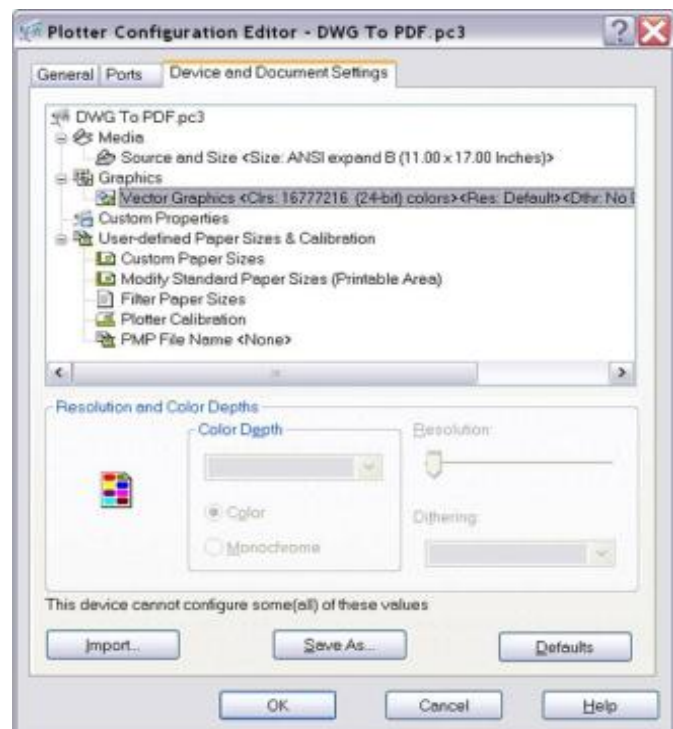
If drawings are electrical, mechanical, plumbing/gas, etc, confirm that only the trade lines are dark by changing the background to gray scale prior to saving as a vector PDF file.

Licensed Professional Electronic Signatures

- All drawings to be uploaded must contain an electronic seal and signature.

Upload Folder Structure

- All documentation (any non-drawing files, truss calculations, geotechnical reports, etc.) should be uploaded into the “Documents” folder for each project.
- All drawings should be uploaded to the “Drawings” folder for each project.
 - The Site layout for building plans should be uploaded into the drawings folder.




Security Timeout

Due to security and resource concerns, the system will automatically sign you out after 180 minutes (3 hours) of inactivity. When you are ready to resume working with the system, click any button on the screen. The system automatically loads the login page for you. You can also close the web browser window and reload the login page manually in a new browser window.

Prescreening

Prescreening is a review of your uploaded documents in preparation for formal review. This may be performed by the Permit Clerks or Development Coordinator for most types of permits/projects. Allow a minimum of three (3) working days after you have uploaded your documents for the Prescreening process to take place. If there are questions or missing items from your submittal, you will receive a “Prescreening Corrections Request” e-mail with instructions on the changes requested and how to resubmit.

1. Click the link in the e-mail to access the Beverly Hills Electronic Review website and login into ePlans. The Applicant/Resubmit task will appear at the bottom of the Projects screen (Home Page). Click on this task and this will launch one Internet Explorer screen with the corrections form and another screen with the Drawings and Document folders you saw in the original upload request.

**Pre-Screen Correction Request Task Assignment**

Attention :

Your plan review submission for Project: **BS1112558** has not met the minimum requirements for acceptance. You may review correction comments and requirements by accessing the ProjectDox site.

When corrected plans and/or documents are ready for re-submittal, please [Login to ProjectDox](#) and follow the instructions provided for re-submittal.

Please be advised when re-submitting plans and/or documents:

- All corrections must be uploaded using the same file names as the original submittal
- Once corrections have been uploaded for review, no additional submissions will be accepted unless requested
- Please make corrections within 180 days of this notice to prevent your application from expiring
- View the City of Beverly Hills Electronic Plan Submission Guide [here](#)










Project:	BS1112558
Description:	After Hours-DEMOLITION
Task:	CorrectionComplete
Project Administrator:	Tyson Florence (tflorence@avolvesoftware.com)

[Project Access](#) | [Login to ProjectDox](#)

If you do not have access to the specified folder, please contact the Project Administrator.

For any technical issues or questions related to this permit, please contact the Community Development Department at (310) 285-1141 or developmentcoordinator@beverlyhills.org

This is an automated email notification and this email account is not monitored. Please do not reply to this email. Contact the Plan Check Coordinator if you have questions regarding this project.

20 project(s) out of 20 for TF01 Florence (tf01@avolvesoftware.com)			Recent Activities	All
Activity Number	Options	Activity Type / Description		
BS1111142	  	Mechanical-R/R OF ONE 30 TON CARRIER ROOFTOP PACKING UNIT W/ DIRECT REPLACE		
BS1112556	  	Electrical-DEMOLITION		
BS1112558	  	After Hours-DEMOLITION		

Activity Name	Task	Assigned To	Status	Created On
BS1200003	CorrectionComplete	Applicant	Pending	2/7/2012 12:29:50 PM

2. Review the Permit Clerk or Development Coordinator comments to identify which requirements were noted as missing.
3. After you have identified the missing or corrected drawings and/or documents to upload, login to the Beverly Hills Electronic Review system (if not already logged in) and enter the project.
4. Upload the missing and/or corrected drawings and documents (see the “Uploading Your Files” section for instructions).

5. Click back to the eForm with your task assignment as shown below.

The screenshot shows the 'CITY OF BEVERLY HILLS' logo and 'ELECTRONIC REVIEW' header. Below the header is a navigation bar with tabs: 'Review Information', 'Permit Information', 'Contact Information', 'Checklist Items (0)', and 'Routing Slip'. The 'Review Information' tab is active, displaying fields for 'Review Coordinator' (Tyson Florence), 'Review Cycle' (1), 'Workflow/Activity Name' (BH_SA_Plan_Review / CorrectionComplete), 'Activity Instructions' (Please review the Prescreening notes and submit the required drawings and documents.), and 'Current User Logon' (TF01 Florence). Below this is the 'Task Instructions' section, which includes a link to 'VIEW INTAKE CHECKLIST (0)', a checkbox for 'I have addressed the comments below and uploaded the corrected documents and/or drawings.' (checked), and a text box containing 'Missing structural calculations'. At the bottom right are buttons for 'Corrections Complete', 'Save', 'Save And Close', and 'Close'.

6. When the eForm opens, place a checkmark in the “I have uploaded the corrected...” and the Corrections Complete button will display for you to click to complete your task. Upon completion, the City will be notified that the files have been completed or corrected and will continue with the Prescreening process.

This close-up screenshot focuses on the 'TASK INSTRUCTIONS' section. It shows a checkbox with a green checkmark and the text 'I have uploaded the corrected docu'. Below this is a text box containing 'Missing elevation drawi'. At the bottom right, the 'Corrections Complete' button is highlighted with a red circle. The footer of the form indicates 'eForm Version: 1.3'.

Plans Accepted

All electronic plan submittals undergo a cursory review for completeness of all necessary documents needed for plan review. Once your submittal is determined to be complete with all necessary documentation and accepted, it will immediately move into the formal plan review process. If your plans are determined to be incomplete an email

notification will be sent identifying the additional information may be necessary. Please see Incomplete Plan Corrections section for more details on incomplete plans email notification.

Additionally, plans may be rejected if plans are not prepared in a ePlan friendly format. For more information on how to prepare plans for electronic review please see Preparing ePlan section.

Incomplete Plan Corrections

Review Requested Corrections

If corrections are requested following the formal review cycle(s) of your drawings, follow the steps below: You will receive an e-mail notification from the Permit Coordinator requesting revised documents.

1. Click the link in your e-mail to access the Beverly Hills Electronic Review site.
2. Login to the Beverly Hills Electronic Review system.
The Applicant Resubmit task will display at the bottom of the main page with your permit/project number under the heading "Project Name" (ie. *BS1112558*). Click on Applicant/Resubmit to access comments and mark-ups.



Review Correction Request Task Assignment

Attention :

Your plan review submission for Project: **BS1112558** has been reviewed and corrections have been requested. You may review correction comments and requirements by accessing your ProjectDox account.

When corrected plans and/or documents are ready for re-submittal, please [Login to ProjectDox](#) and follow the instructions provided for re-submittal.

Please be advised when re-submitting plans and/or documents:

- All corrections must be uploaded using the same file names as the original submittal
- Once corrections have been uploaded for review, no additional submissions will be accepted unless requested
- Please make corrections within 180 days of this notice to prevent your application from expiring
- View the City of Beverly Hills Electronic Plan Submission Guide [here](#)

Project:	BS1112558
Description:	After Hours-DEMOLITION
Task:	ApplicantResubmit
Project Administrator:	Tyson Florence (tflorence@avolvesoftware.com)
Project Access Login to ProjectDox	

If you do not have access to the specified folder, please contact the Project Administrator.

For any technical issues or questions related to this permit, please contact the Community Development Department at (310) 285-1141 or developmentcoordinator@beverlyhills.org

This is an automated email notification and this email account is not monitored. Please do not reply to this email. Contact the Plan Check Coordinator if you have questions regarding this project.

Activity Name	Task	Assigned To	Status
BS1200003	ApplicantResubmit	Applicant	Accepted

3. The eForm and drawing markups provide a complete correction package from all reviewing departments:

Review Information Permit Information Contact Information Checklist Items (5) Routing Slip							
Cycle	ID	Group	Comment Text	Status	Updated	Update	
1	SAREV10	Building Plan Examiner	All roof assemblies or roof covering material shall be class A fire retardant. No wood roof shall be permitted as roof covering material.	NotMet	TF02 Florence	2/7/2012 5:58:24 PM	
1	SAREV3	Building Plan Examiner	"Notice of pending demolition/construction" shall be posted on construction fence at least 10 days prior to start of any work and maintained during the entire course of construction. (a digital photo must be presented as proof of posting) the sign shall be obtained from the plan review engineer or the building inspector in the Building and Safety division.	NotMet	TF02 Florence	2/7/2012 5:58:28 PM	
1	SAREV5	Building Plan Examiner	Buildings located in Very High Fire Hazard Severity Zone (north of Sunset), shall have their exterior walls and eaves constructed of one-hour fire resistive construction.	NotMet	TF02 Florence	2/7/2012 5:58:33 PM	

4. Select Export to Excel to create a spreadsheet of all checklist review comments to be used as the applicants response. Insert rows below not met comments to indicate how they are being addressed in the revised file.

2

CHANGEMARKS

Filter by Department:

Refresh Changemarks

Edit	File	Cycle	Department	File Name	Markup	Summary	Description	Resolved
	1	Building Plan Examiner	STRUC-001.pdf	Building Plan Examiner-TF02	Footings Issue	Footings must be a minimum of 24" depth below frost line.	No	
	1	CS - Urban Forestry	STRUC-001.pdf	CS-Urban Forestry-TF03	Plant trees	Please outline where all trees will be planted, per PUBLIC RESOURCES CODE SECTION 4799.06-4799.12 - California Urban Forestry Act of 1978	No	
	1	Planning - Development Review	STRUC-001.pdf	Planning - TFlorence	Elevation Change	Please note elevation change from front to back of lot	No	

Show All Changemarks for All Cycles

3

DEPARTMENT REVIEW - Review Cycle 1

CYCLE	DEPARTMENT	REVIEWED BY	STATUS & NOTES
	EXAMINER	TF02@AVOLVESOFTWARE.COM	<input type="checkbox"/> PLAN REVIEW AND/OR ASSIGNMENT COMPLETE
<input checked="" type="checkbox"/>	CS - URBAN FORESTRY	TF03 FLORENCE TF03@AVOLVESOFTWARE.COM	<div>CORRECTIONS NEEDED</div> <div>QA CORRECTIONS</div> <div>Please see review comments</div> <input type="checkbox"/> PLAN REVIEW AND/OR ASSIGNMENT COMPLETE
<input checked="" type="checkbox"/>	PLANNING - DEVELOPMENT REVIEW	TYSON FLORENCE TFLORENCE@AVOLVESOFTWARE.COM	<div>CORRECTIONS NEEDED</div> <div>QA CORRECTIONS</div> <input type="checkbox"/> PLAN REVIEW AND/OR ASSIGNMENT COMPLETE

4

Task Instructions

☐ I have reviewed and addressed the Checklist Comments provided on the "Checklist" tab above. Please click on the tab and review each item. Each comment will be indicated as "Met" or "Not Met". If you would like to export a list of the comments to Excel, click on the "Export to Excel" link in the upper right hand corner of the popup window.

☐ I have addressed all of the items in the File Markups below that were identified during the Plan Review.

☐ I have uploaded the revised drawings into the "Drawings" folder and, if requested, uploaded any revised documents into the "Documents" folder using the SAME file name as the original files.

5

6

Complete

Save And Close

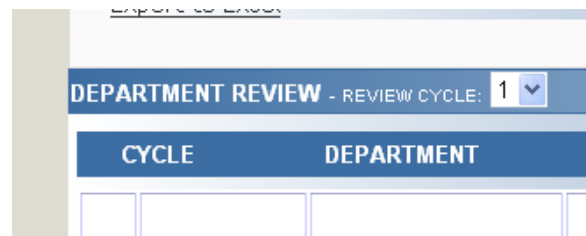
- a) Consolidated department checklist
- b) Consolidated Review Markups (Drawings & Documents Folders from Project screen)
- c) Review cycle & department review information
- d) Checkboxes 1 and 2 are confirmation that you have read and corrected the issues
- e) Checkbox 3 is confirmation you have uploaded all new and/or corrected files
- f) Resubmit Complete button

(1) Consolidated Department Checklist

One or more departments may use the Checklist feature in the eForm. A consolidated list of all feedback not related to a red line are available for the applicant's review. You can sort to find the "Not Met" items by clicking on the "Status" column. All checklist items will be reviewed again in the subsequent cycle(s).

Cycle	ID	Group	Comment Text	Status	Updated	Update
1	SAREV10	Building Plan Examiner	All roof assemblies or roof covering material shall be class A fire retardant. No wood roof shall be permitted as roof covering material.	NotMet	TF02 Florence	2/7/2012 5:58:24 PM
1	SAREV3	Building Plan Examiner	"Notice of pending demolition/construction" shall be posted on construction fence at least 10 days prior to start of any work and maintained during the entire course of construction. (a digital photo must be presented as proof of posting) the sign shall be obtained from the plan review engineer or the building inspector in the Building and Safety division.	NotMet	TF02 Florence	2/7/2012 5:58:28 PM
1	SAREV5	Building Plan Examiner	Buildings located in Very High Fire Hazard Severity Zone (north of Sunset), shall have their exterior walls and eaves constructed of one-hour fire resistive construction.	NotMet	TF02 Florence	2/7/2012 5:58:33 PM

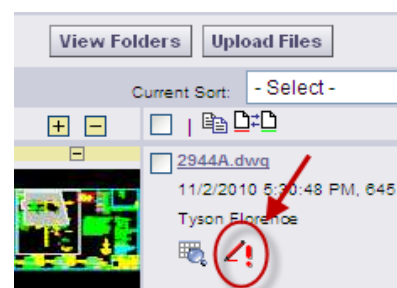
You can view the comments by Met, Not Met, by department, or by all comments all departments, all cycles.



(2) Review Cycle

The Review Cycle dropdown allows the user to review any review cycle information. The Review cycle also displays in the first column of the Department Review table.

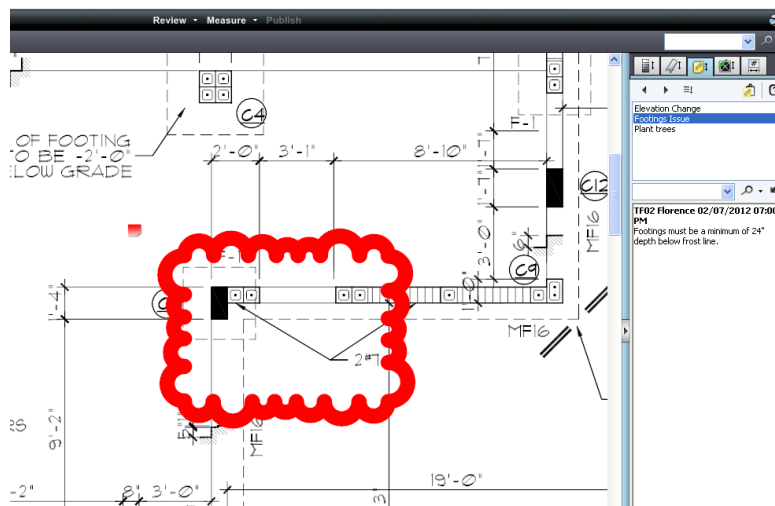
(3) Review Markups (click icon to access markups)



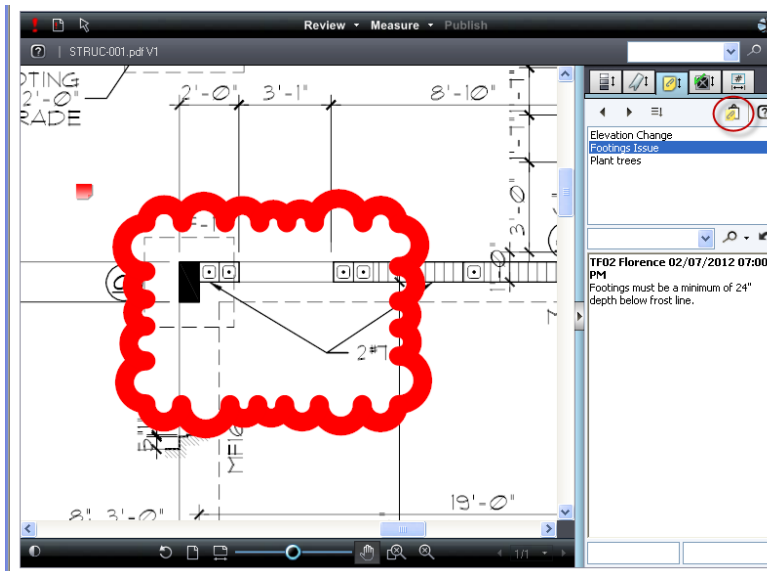
To view a plan markup, click on the icon next to the drawing as shown

here

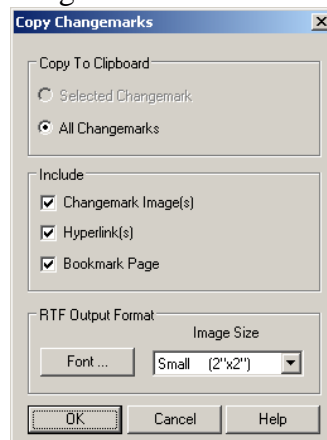
All changemarks will display in the right hand pane and as you review, click on each changemark and you will zoom directly into the red line from the reviewer.



There are a number of ways to print out the markups.
Select the Copy Changemarks button.



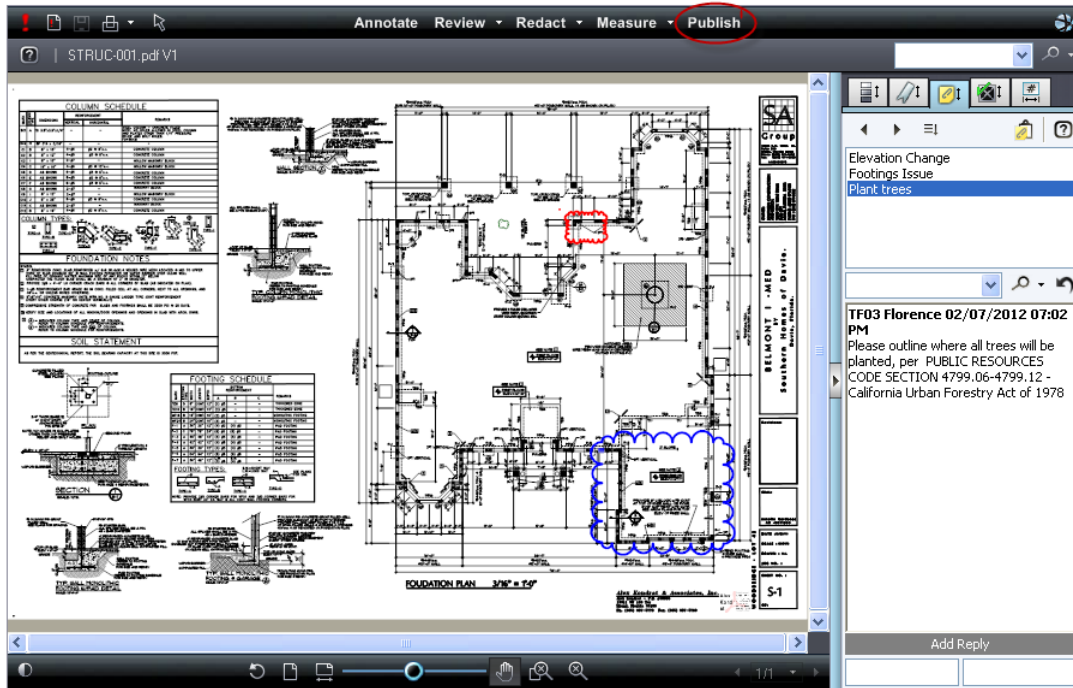
Check all boxes and change image size for larger thumbnails of markups.



Open a new Word document and right click to paste.

Print Corrections

To Print the markups in the Original drawing format (24x 36) Click Publish



Select Publish to PDF

Select OK.

In the Publish option screen check burn in change marks, check mark the "Append Changemarks Notes" and click Publish. Then choose Save to File, click OK and select the location to save the file on your computer. Then you can print from the new PDF file.

(4) Resubmit: Checkbox 1, 2 & 3

Checkbox 1 asks for confirmation that the checklist and the comments in the eForm have been reviewed. Checkbox 2 asks for confirmation that you have reviewed all the markup comments (red lines) attached to the drawings. Checkbox 3 confirms that you have uploaded revised drawings and/or documents using the SAME FILE NAMES.

TASK INSTRUCTIONS

- ☒ I have reviewed and addressed the Checklist Comments provided on the "Checklist" tab above. Please click on the tab and review each item. Each comment will be indicated as "Met" or "Not Met". If you would like to export a list of the comments to Excel, click on the "Export to Excel" link in the upper right hand corner of the popup window.
- ☒ I have addressed all of the items in the File Markups below that were identified during the Plan Review.
- ☒ I have uploaded the revised drawings into the "Drawings" folder and, if requested, uploaded any revised documents into the "Documents" folder using the SAME file name as the original files.

(5) Upload Files

Checkbox 3 asks for confirmation that you have corrected the plans and/or documents per the reviewer's request and that you have uploaded them into the appropriate folder. The Upload dialog is identical to your initial upload. The file will display the version number, V2 for example, because the correction was uploaded with the SAME FILE NAME as the original file name.



(6) Resubmit Complete

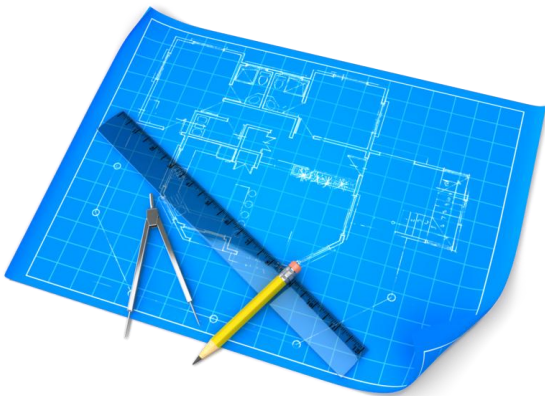
When you are ready to complete the task and exit the form, click the “Complete” button.

(7) Plan Approval

When the plan review is approved by all reviewers, you will be notified by email.

Print Approved Plans

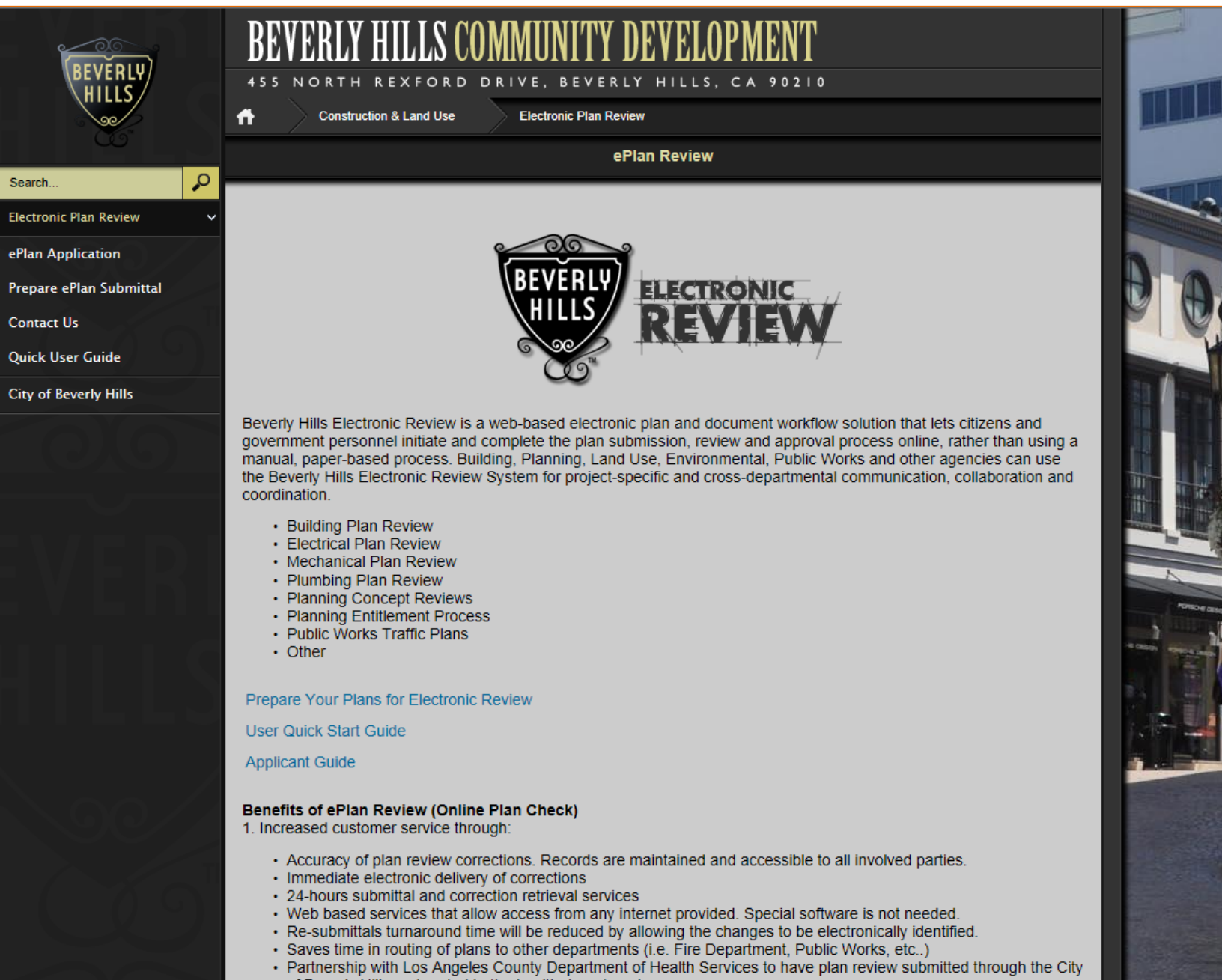
After an approval has been issued, the plans will be electronically stamped by the City. You will then receive an e-mail indicating that your application and plans are ready with instructions on how to download and print your files. Approved drawing and/or document files will be in the “Approved” folder and available for download. You will be required to print one copy of the approved plans and maintain on the construction site at all times during development.

An illustration of a construction site. A large, 3D, yellow sign with the words 'IMPORTANT TIP' in black letters is the central focus. Several construction workers in hard hats and safety vests are standing around the sign. Orange traffic cones are placed on the ground. The background is a dark blue sky.

Download a copy of the approved construction drawings in PDF format for your records and print one set for the construction site. A paper copy of the approved plans must be available on the construction site at all times for the building inspection process.

For current Electronic Review Information Visit

www.beverlyhills.org/electronicreview



BEVERLY HILLS COMMUNITY DEVELOPMENT
455 NORTH REXFORD DRIVE, BEVERLY HILLS, CA 90210

Home Construction & Land Use **Electronic Plan Review**

ePlan Review

BEVERLY HILLS ELECTRONIC REVIEW

Beverly Hills Electronic Review is a web-based electronic plan and document workflow solution that lets citizens and government personnel initiate and complete the plan submission, review and approval process online, rather than using a manual, paper-based process. Building, Planning, Land Use, Environmental, Public Works and other agencies can use the Beverly Hills Electronic Review System for project-specific and cross-departmental communication, collaboration and coordination.

- Building Plan Review
- Electrical Plan Review
- Mechanical Plan Review
- Plumbing Plan Review
- Planning Concept Reviews
- Planning Entitlement Process
- Public Works Traffic Plans
- Other

[Prepare Your Plans for Electronic Review](#)

[User Quick Start Guide](#)

[Applicant Guide](#)

Benefits of ePlan Review (Online Plan Check)

1. Increased customer service through:

- Accuracy of plan review corrections. Records are maintained and accessible to all involved parties.
- Immediate electronic delivery of corrections
- 24-hours submittal and correction retrieval services
- Web based services that allow access from any internet provided. Special software is not needed.
- Re-submittals turnaround time will be reduced by allowing the changes to be electronically identified.
- Saves time in routing of plans to other departments (i.e. Fire Department, Public Works, etc..)
- Partnership with Los Angeles County Department of Health Services to have plan review submitted through the City of Beverly Hills and routed to the health department.

Support

Internet Browser: Internet Explorer 7, 8, and 9.

The Beverly Hills Electronic Review system provides the most functionality using the Internet Explorer web browser version 7, 8, and 9. System functionality and operations will be limited using other internet browsers.

Vista and Windows 7 Install Instruction

Sometimes users will encounter errors or issues as a result of incomplete installation of the client components. This is often caused by permissions issues. City Employees are available to troubleshoot errors encountered by helping customers get a successful installation. The user account executing these steps will need administrative privileges on the computer.

For all technical support questions please contact Jesse De Anda at (310) 285-1172 or by email at jdeanda@beverlyhills.org

City of Beverly Hills

Community Development Department

Beverly Hills Electronic Review

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